

## Bureau of Education & Training Lean Programs

<b>Lean Briefing for Managers</b>	1 ½ hours April 25, 2014
An overview of Lean for managers and supervisors to prepare for Lean improvement initiatives in your agency. Following an introduction to the Lean philosophy and methodology, you'll learn about your role as a potential sponsor of Lean events. We'll discuss the opportunities for enrolling employees in a Lean training session, or scheduling a Lean project in your workplace.	9am-10:30 am. No Cost
<b>Lean Process Improvement Techniques</b>	3 days April 11, 16 & 18, 2014 May 2, 6 & 9, 2014 June 16, 19 & 24
A hands-on introduction to the philosophy and methodology of Lean process improvement. Participants apply the techniques to an actual work process, and construct an implementation plan to enact the improvements. Agencies are encouraged to enroll groups of 4-7 who share a common work process. Participants should consult with BET staff in advance about the process selected and with the manager who will sponsor the project. Those registering without a work group will join a team from another agency for the hands-on portion of the program.	9am-4pm each day. Cost \$210.00/participant
<b>Lean on-site projects</b>	
BET staff can facilitate a Lean project on-site in your agency following a consultation with the project sponsor. Most projects take three to four half-days.	Cost: \$300/half-day Schedule with Kate McGovern, 271-1429, <a href="mailto:mary.mcGovern@nh.gov">mary.mcGovern@nh.gov</a>
<b>Lean Facilitator Skills</b>	1 day March 28, 2014
This class is for those who have taken the Lean Process Improvement class and want to become Continuous Improvement Practitioners (CIPs). Learn how to guide a group through the Lean process.	9am-4pm. Cost: \$70; no cost to State employees
<b>Lean Change Management</b>	2 days May 20 & 21, 2014
This class prepares Continuous Improvement Practitioners (CIPs) to deal with a range of challenges when initiating organizational change and managing implementation plans.	9am-4pm each day. Cost: \$140
<b>Continuous Improvement Practitioner (CIP) Certification</b>	
CIP consists of satisfactory completion of: Lean Process Improvement Techniques, Lean Facilitator Skills, Lean Change Management, and two days of authorized facilitation in workplaces or as a co-trainer at a BET Lean training session.	
Contact info & link to the BET Registration form on <a href="http://Lean.nh.gov">Lean.nh.gov</a> or <a href="http://admin.state.nh.us/hr/documents/Registration%20Form.pdf">http://admin.state.nh.us/hr/documents/Registration%20Form.pdf</a> Contact information: Kate McGovern, 271-1429, <a href="mailto:mary.mcGovern@nh.gov">mary.mcGovern@nh.gov</a>	